

POLICY-HR-3506

See Also: N/A

Approved by: _____
Thomas A. Green, Chair
Intercity Transit Authority

Mike Harbour, General Manager

Written by: Ed Rutledge

GRANTING COMPASSIONATE LEAVE

Definitions:

“eligible employee” - an employee with sufficient accrued sick leave and/or vacation leave to cover an employee’s leave, and the employee experienced a death in the employee’s immediate family.

“immediate family” - the employee's spouse; or the employee or spouse's father, mother, brother, sister, child, person for whom the employee is a custodial parent, grandparent, grandchild, aunt or uncle. This term applies equally to natural, step, or adoptive family relationships.

This policy applies to all Intercity Transit non-represented employees.

1. Intercity Transit Grants Compassionate Leave

Upon request of the employee, Intercity Transit grants an “eligible employee” up to three days of compassionate leave to cover the employee’s absence for a death in the “immediate family.”

2. Compassionate Leave Equals Paid Leave

Compassionate leave equals paid leave, charged against either the employee’s accrued sick or the employee’s vacation leave, as elected by the employee.

3. Management May Require Verification

If required by the employee’s Department Director or the Human Resources Director, an employee shall submit verification of the death in the employee’s immediate family. The employee may submit the verification of death in the form of a published funeral notice or obituary.